

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 24, 1988

ALL-COUNTY LETTER NO. 88-107

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CLIENT CHARACTERISTICS AND STATISTICAL REPORTING
REQUIREMENTS FOR INDEPENDENT LIVING SKILLS PROGRAM

REFERENCE: All-County Letter No. 88-82

The purpose of this All-County Letter (ACL) is to provide Counties with reporting instructions and forms for the Independent Living Skills Program (ILSP). Please note that the reporting requirements specified in this ACL are only for this one-time report. Counties are not required at this time to provide the State Department of Social Services (SDSS) with any ongoing statistical reports for the ILSP. Counties are required, however, to record client characteristics and program outcomes on the Client Characteristics Data Form (SOC 385) on an ongoing basis as instructed in ACL No. 88-82.

General Reporting Instructions

The time period for this report is October 1, 1987 through September 30, 1988. The information to be provided on this one-time report has been separated into two categories, client characteristics and statistics. We have enclosed a camera-ready copy of each report for your use.

The reports are due in Sacramento no later than October 14, 1988. Please send the reports to:

Department of Social Services
Statistical Services Section
744 P Street, M.S. 19-81
Sacramento, CA 95814

Client Characteristics (TEMP 1747)

Client characteristics will be collected from each ILSP participant's individual record on the Foster Care Information System (FCIS). To accomplish this, the enclosed form (TEMP 1747) must be completed to provide SDSS with the name and case number of each participant as it currently appears on the system. The number of participants identified and reported on the TEMP 1747 must be the same number as the total number of Title IV-E eligible youths served and indicated on the following statistical report form (TEMP 1747A), Section I, Line 1.

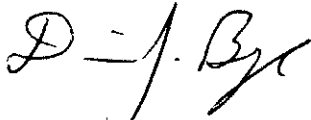
Statistical Report (TEMP 1747A)

The TEMP 1747A contains two sections. The first section is intended to capture the number of ILSP participants during the report year and two client characteristics that are currently not available on the FCIS, parental status and special needs. For parental status, report the number of ILSP participants who are themselves parents in Item 1a. It is not necessary to report the number of children within this group. For special needs, report the number of ILSP participants that were identified by the County as having special needs of an educational, medical, mental, and/or physical nature that, if not met, could reduce the youths' chances of benefiting from the Independent Living Skills Program. Examples of special needs include after school tutoring, special equipment to accommodate a handicap, and the application of ongoing medication. An individual with more than one special need should be counted only once since this is an unduplicated person count.

The second section of TEMP 1747A requests information on Program Outcomes. Only those youths for whom a 90-day follow up was performed by the County during the report period are to be reported in this section. Those individuals whose 90-day follow up is not scheduled until after September 30, 1988 should be reported in Section I, Line 2, as a current participant.

Lines 4 through 16 provide information on the status and possible program outcomes for ILSP participants determined by the County during the 90-day follow up. If an individual obtained more than one program outcome, that person may be counted in all applicable categories. For example, a person who has completed high school and obtained employment will be counted on both Line 4 and Line 6.

Any questions concerning client characteristics and the statistical report should be directed to Statistical Services Section at (916) 322-5462. Questions concerning ILSP should be directed to the Family and Children's Services Policy Bureau at (916) 322-2633.

A handwritten signature in dark ink, appearing to read "D. J. Boyle", is written above the typed name.

DENNIS J. BOYLE
Deputy Director

Enclosures

**INDEPENDENT LIVING SKILLS PROGRAM
REPORT OF INDIVIDUAL YOUTH SERVED**

PLEASE STAPLE IN UPPER LEFT IF MORE THAN ONE PAGE.

KEY ENTRY USE ONLY

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V

SENDER'S NAME

PHONE NUMBER

()

COUNTY CODE

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Enter the case number and name of each youth served. Case number must be the same as it currently appears on the Foster Care Information System (FSIC). The number is printed in item B1 of the Form SOC 158 turnaround document for the individual youth.

Case Number/Unique I.D.

Child's Last Name

First Name

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INDEPENDENT LIVING SKILLS PROGRAM (ILSP)**Statistical Report****Federal Fiscal Year 1988****(October 1, 1987 through September 30, 1988)**

Send One Copy to:
 Department of Social Services
 Statistical Services
 744 P Street, M.S. 19-81
 Sacramento, CA 95814

COUNTY

CODE

SECTION I: NUMBER OF PARTICIPANTS

1. Total number of Title IV-E eligible youths served
- a. Parental status: How many of the above youths are themselves parents?
- b. Special Needs: How many of the above youths have special needs that are educational, medical, mental, and/or physical in nature?
2. Total number of youths currently participating in ILSP.....

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2
3
4**SECTION II: PROGRAM OUTCOMES**

3. Total number of youths for whom a 90-day follow up was completed
4. Number of youths who have completed high school/GED, vocational education, adult education, or advanced skills training
5. Number of youths who are continuing high school/GED, vocational education, adult education, advanced skills training, or enrolled in college
6. Number of youths who have obtained either full-time or part-time employment
7. Number of youths who have entered the military or Job Corps
8. Number of youths actively seeking employment
9. Number of youths determined unemployable/SSI eligible
10. Number of youths living independently of agency maintenance programs and are self-sufficient
11. Number of youths who have obtained housing and other community services for training, education testing, and financial assistance
12. Number of youths who have returned to their families
13. Number of youths who have transferred to another county.....
14. Number of youths who have moved, whereabouts unknown.....
15. Number of youths who are no longer Title IV-E eligible
16. Number of youths who are continuing in ILSP.....

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PERSON TO CONTACT

TELEPHONE NUMBER

DATE